

Portal Paycheck – Detail Explanation

Employee Name

Net Pay: Amount of check/advice

Pay Begin Date: The beginning date of pay period

Pay Period End Date: The ending date of pay period

Check/Advice Date: Date the check/advice is issued

[View a Different Payment](#)

Click on this link to view a check/advice with a different pay period end date.

General

This section provides the Employee Name and Address, the Employee ID, Business Unit, Pay Group, Department Number and Description, Location, Job Title and Pay Rate. If employee is salaried, the rate will reflect the monthly salary. If the employee is hourly, the rate will reflect the hourly rate.

Tax Data

This section provides tax data for Federal and State taxes. The tax data shows marital status, number of allowances, as well as any additional tax percentage or flat amounts the employee may have requested be withheld.

Paycheck Summary

This section shows both current and YTD gross earnings, current and YTD Federal Taxable Gross, current and YTD total taxes, current and YTD total deductions, and current and YTD net pay.

Hours and Earnings

This section shows both current and YTD earnings/hours information. Earnings marked with an asterisk (*) are already included in the gross and are shown here as an informational value.

Employer Paid Benefits

Employer benefit costs are shown here. The information is provided so that the employee may have a reference into the cost of benefits paid for by the State on their behalf. Totals for both current and YTD data are provided, as well as totals for each column.

Taxes

This section shows all employee paid taxes. Both current and YTD figures are provided, as well as totals for each column. (Fed MED/EE is Medicare and Fed OASDI/EE is FICA)

Before Tax Deductions

This section has all employee paid pre-tax deductions listed. Both current and YTD deduction information is provided, as well as totals for each column.

After Tax Deductions

This section has all employee paid after-tax deductions listed. Both current and YTD deduction information is provided, as well as totals for each column.

Net Pay Distribution

This section reflects net pay distribution for checks/advices. It will show the check/advice number issued, as well as the account type and amount of the distribution.